The Rodel Foundation of Delaware is a fast-paced operating philanthropy engaged in transforming the public education system of our state with a dedicated team of talented and passionate people. Our office is in Wilmington but the focus of our work is state-wide with an intent to be a model for the nation. The Foundation is nationally recognized and its mission is to help Delaware create one of the finest public education systems in the world by 2020. For more information, go to www.RodelFoundationDe.org.

JOB DESCRIPTION

**Job Title:** Communications and Administrative Assistant

**Reports To:** Operations Manager

**Summary:**
Through effective execution of wide-ranging and multi-faceted administrative duties, this position supports two key areas of our work: 1) Communications, Engagement, and Policy and 2) Administration. The position is full-time and reports to the Operations Manager of the Foundation. As with all roles in our lean organization, it is “matrixed” meaning that although the position is part of the Operations and Administration team, the responsibilities of the role will require you to work closely with several teams across the organization and specifically to support the President and CEO.

**Critical Success Personal Attributes and Strengths**

- Keen ability to work independently, show initiative, and take ownership.
- Natural problem solver with a bias to action.
- Excellent judgment, poise, and professionalism; able to represent the Foundation and the CEO and President to external partners.
- Able re-prioritize tasks and support teams based on frequently changing needs and move forward even when faced with ambiguity.
- Appreciates and enjoys bringing a high level of detail to tasks.
- Prefers to collaborate with others rather than working alone, natural
relationship builder.

- Drive to see what is coming around the next corner and plan for *what ifs*.
- Enjoys communications and social media projects

Essential Duties and Responsibilities:

**Administrative support for the CEO**
- Support the Operations Manager in scheduling and prioritizing a complex CEO calendar comprised of varied and frequently shifting commitments.
- Anticipate, plan and support the CEO for upcoming meetings, events, and other calendar commitments.
- Support the CEO in creating and editing documents and presentations.
- Arrange CEO's travel, create detailed travel itineraries, and process resulting expense reports.
- Provide support in responding to all communications for the CEO (email, telephone, etc.)

**Communications and Engagement Team Support**
- Manage and distribute all electronic newsletters and mass emails for the Foundation and its partner organizations; manage our email distribution system.
- Compile, distribute and track reports, brochures, invitations, and other communications to support stakeholder engagement.
- Support and track communications with external partners and co-funders.
- Provide administrative support for key engagement groups such as the Vision Coalition.
- Maintain all distribution and email lists for the organization.
- Provide administrative support for the Engagement and Communications Team.

**Events and Program Team Support**
- Prepare, edit and format documents (memos, letters, presentations, etc.) to support the Program Team
- Provide administrative support for the Program Team
- Coordinate visits to Rodel and site visits by arranging guest travel and accommodations, directing logistical communications, scheduling meetings, generating agendas, and managing peripheral details.
- Set-up and coordinate logistics for events, conferences, and site visits.
- Support, create, develop and assemble event, meeting, and conference materials.
- Support foundation staff by making travel arrangements, scheduling meetings and other administrative tasks as directed by the Administrative Manager.

Administrative Team Support
- Greet visitors and provide back up support for office reception.
- Support Operations Manager as directed.

- **Other duties** as assigned

**Education/Experience:**

To perform this job effectively, a Bachelor's Degree is required. Experience in, and knowledge of social media, website administration, email systems administrative, strongly desired however technical skills can be acquired on the job through training and development provided by our team for motivated candidates. The ideal candidate will have strong qualifications in:

- Written and verbal communication skills
- Administrative and project management
- The ability to work independently and with others
- The ability to work with multiple partners at all levels

**Computer Skills:**

To perform this job successfully, an individual must be proficient in the full suite of Microsoft Office, including Excel and PowerPoint

*The Foundation offers competitive salary and is an equal opportunity employer. For further information on the Foundation please visit us at www.rodelfoundationde.org*

**To Apply:**

Submit a cover letter and resume to Nancy Millard:
Email: nmillard@rodelfoundationde.org
Mail: 100 W. 10th Street, Suite 704, Wilmington, DE 19801

Re: Communications and Administrative Assistant